

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

November 1 – November 30, 2009

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
November 2009**

**TOAM: Elaine Chan
PM: Anne Bonham**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on November 3.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on November 13.

The Records Center Performance Measurements Reports were submitted to the TOAM on November 2.

The PM met with the TOAM on November 19 to review the monthly reports and to verify the status of the contract.

An RMS V updated Security Procedures Manual on November 23 and submitted it to the TOAM and Information Security Officer.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,435 documents and edited 1,986 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 3.1 lft of new documents, of which .1 lft were federal facilities documents, and processed 3 new sites.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

13.5 lft. of documents were picked up from EPA regional offices. 2 Transfer of Records forms were processed.

14.3 lft. of documents were retrieved from the FRC. 29 lft. of documents were returned to the FRC.

31 new accessions (486.3 lft.) were sent to the FRC this month.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

PHOENIX GOODYEAR AIRPORT AREA (3.5 lft.)

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings report, updated November 23

FRC Storage Report, updated November 23

On-Site Storage Report, updated November 23

Staff checked 0.6 lft. of unindexed Modesto Groundwater Contamination, Montrose Chemical Corp., and Williams Air Force Base documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 2,375 documents (65,525 pages) during November and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 8 SCAP accomplishment documents during November.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Fourteen Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	091N	COOPER DRUM
01	0936	DEL AMO FACILITY
02	0936	DEL AMO FACILITY
00	Z9BX	GREKA UCAL ROAD SPILL SITE
01	0974	J.H. BAXTER & CO
00	091A	LEVIATHAN MINE
14	09BE	MOTOROLA, INC. (52ND STREET PLANT)
15	09BE	MOTOROLA, INC. (52ND STREET PLANT)
18	09BE	MOTOROLA, INC. (52ND STREET PLANT)
19	09BE	MOTOROLA, INC. (52ND STREET PLANT)
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (for SSID 092S charged to SSID 0958)
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (for SSID 092T charged to SSID 0958)
03	091C	TUCSON SOURCES
00	09D1	WATKINS JOHNSON CO (STEWART DIVISION)

Staff retrieved 8 cost packages/financial documents for EPA staff during November.

The Cost Package Documentation Index was updated on November 6, 13, 20 & 25.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 15.25 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	Site Name
09JC	00	A-AMERICAN ENVIRONMENTAL L L C
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	04	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09ZZ	N/A	AGSPRAY INC
09PC	00	ALTOONA MINE
09DJ	00	AMCO CHEMICAL
09JA	00	AMERICAN SAMOA LAB CHEMICALS
09GU	00	ANACONDA COPPER CO (YERINGTON)
09ZZ	N/A	ARMY NATIONAL GUARD SITE #1
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0934	01	ATLAS ASBESTOS MINE
09E9	02	ATLAS ASBESTOS MINE
09PP	00	AUCLAIR DUMP SITE
09ZZ	N/A	AUTO WRECKING YD PROP
09JW	00	B.F. GOODRICH
09DN	00	BAKERSFIELD CHROME & BUMPER
092Y	00	BEAN & COMPANY
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
0961	00	BKK SANITARY LDFL
09ZZ	N/A	BLACK SPRINGS DIP VAT
09ZZ	N/A	CACTUS GOLD MINES CO
09ZZ	N/A	CALIFORNIA CHEMICAL MANUFACTURING, LLC (AMR)
09ZZ	N/A	CALIFORNIA DIESEL REPAIR
09ZZ	N/A	CALIFORNIA FLOODS - 1997
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09R6	02	CARSON RIVER MERCURY SITE
09GY	00	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
0928	00	CELTOR CHEMICAL
09ZZ	N/A	CHAPALA AUTO REPAIR
09ZZ	N/A	CHRIS SORENSON FACILITY
0935	00	COALINGA ASBESTOS MINE
09ZZ	N/A	COLORADO PRINTING
091N	01	COOPER DRUM
09RR	00	CROWN CITY PLATING
09AJ	00	DAVIS MONTHAN AFB
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.*
09ZZ	N/A	DUQUESNE MINING & REDUCTION CO
09ZZ	N/A	EDDIE'S EXXON
09P8	01	EDWARDS AIR FORCE BASE
09ZZ	N/A	ENERGY TECHNOLOGY ENGINEERING CTR
09ZZ	N/A	EVERGREEN OIL INC
0984	01	FAIRCHILD SEMICONDUCTOR CORP. (MOUNTAIN VIEW PLANT)
09ZZ	N/A	FARRINGTON HIGH SCHOOL

SSID	OU	Site Name
09SN	00	FELTON KING
098T	00	FLEET MAINTENANCE
0973	01	FMC CORP. (FRESNO PLANT)
09KE	00	FORD CITY BURN DUMP
094R	01	FRONTIER FERTILIZER
09H8	01	GBF, INC., DUMP
09ZZ	N/A	GLUALL WOOD PRODUCTS
Z9BX	00	GREKA UCAL ROAD SPILL SITE
09X6	00	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
09BL	00	HICKAM AIR FORCE BASE
09SM	00	INGOMAR AMMUNITION
0986	01	INTEL CORP (MOUNTAIN VIEW PLT)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
09ZZ	N/A	JACKSON CONSTRUCTION LANDFILL
09F6	01	JASCO CHEMICAL CORP
0939	01	JIBBOOM JUNKYARD
09ZZ	N/A	JONES CHEMICALS INC TORRANCE
09EB	00	K & L PLATING - PEARMAIN ST
09KB	00	KCB OIL
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
09S1	01	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
09ZZ	N/A	LEEWARD AUTO WRECKERS INC
097J	02	LEHR/OLD CAMPUS LANDFILL
091A	00	LEVIATHAN MINE
09SE	00	LISTON BRICK COMPANY
09ZZ	N/A	LITCHFIELD DRUG LAB
09X8	02	LORENTZ BARREL & DRUM CO
09ZZ	N/A	LOT #2
09ZZ	N/A	MADERA MUNI ARPT
09ZZ	N/A	MAILI KAI EMERGENCY ACCESS RD
098P	00	MARE ISLAND NAVAL SHIPYARD
098P	01	MARE ISLAND NAVAL SHIPYARD
09ZZ	N/A	MASONITE MILL MESCOT FIELD SITE
09ZZ	N/A	MBA POLYMERS
0941	01	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	00	MCFARLAND STUDY AREA
09BZ	01	MCFARLAND STUDY AREA
09M6	00	MEW STUDY AREA
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)

SSID	OU	Site Name
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09BE	18	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
0905	01	NINETEENTH AVENUE LANDFILL
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09ZZ	N/A	OIL OPERATORS INC, SOUTH PROPERTY
09BC	00	OMEGA CHEMICAL CORP*
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09ZZ	N/A	ONE HOUR MARTINIZING (VISALIA)
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09ZZ	N/A	PARAGON CLEANERS
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09ZZ	N/A	POVERELLO HOUSE PROPERTY
09AW	00	PUNA GEOTHERMAL VENTURE
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09X3	00	RALPH GRAY TRUCKING
09X3	01	RALPH GRAY TRUCKING
0993	01	RAYTHEON CORP
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
0998	01	RHONE-POULENC, INC./ZOECON CORP
09BY	00	RIO TINTO COPPER MINE
09ZZ	N/A	RIVERSIDE FERTILIZER WORKS
0979	01	SACRAMENTO ARMY DEPOT
09P1	00	SAIPAN CAPACITORS
099C	00	SALTON SEA TEST BASE
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QB	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)

SSID	OU	Site Name
09M4	04	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SAN JOAQUIN COUNTY FLOOD
09ZZ	N/A	SAN XAVIER SALVAGE YARD
09ZZ	N/A	SCOTTS PLATING
09ZZ	N/A	SEAL BEACH NAVAL WEAPONS STA
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
09SY	01	SKYLINE AUM WASTE PILE SITE
09ZZ	N/A	SMITH & THOMPSON PUMPING COMPANY (STPC)
09ZZ	N/A	SMITH TOOL CO DIV OF SMITH INTL INC
09J8	01	SOLA OPTICAL USA, INC
0942	02	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
09ZZ	N/A	STAUFFER CHEM CO ICD
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09ZZ	N/A	SUTTER COUNTY FLOOD RESPONSE
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
09Q5	01	TRACY DEFENSE DEPOT
09M7	01	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
09RF	01	TUBA CITY ABANDONED LDFL
09ZZ	N/A	TUBA CITY OIL SPILL
091C	03	TUCSON SOURCES
096Y	00	TUCSON WEST CAP
09ZZ	N/A	UIC ARMY NATIONAL GUARD
09R3	01	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
09ZZ	N/A	VALLEY GENERATING STATION
09ZZ	N/A	VISCO FLYING CO
09C1	00	WASTE DISPOSAL, INC.
09C1	01	WASTE DISPOSAL, INC.
09D1	00	WATKINS JOHNSON CO (STEWART DIVISION)
09DL	00	WEST COAST PLATING CO
09SU	00	WEST OAKLAND LEAD REMOVAL
09R4	00	WESTERN PACIFIC RAILROAD CO.
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09ZZ	N/A	WILBUR ELLIS BUCKEYE
09Q1	01	WILLIAMS AIR FORCE BASE
09ZZ	N/A	WINDSOR RIDGE SUBDIVISION
09QC	00	YOSEMITE CREEK SEDIMENT
09ZZ	N/A	YUBA COUNTY FLOOD RESPONSE
09K6	00	YUMA MARINE CORPS AIR STATION

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 78 requests for documents, performed 786 database searches in SDMS-C, and provided 1,870 documents for EPA staff and other requesters.

Fifty-two indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on November 2.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

No FOIA-related activity to report this month.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,226 non-FOIA-related pages for EPA staff and other requesters.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 31 requests for documents on CD-ROMs. 174,862 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during

the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	Site Name
09BW	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
098K	01	ALAMEDA NAVAL AIR STATION
09FL	01	ALAMEDA NAVAL AIR STATION
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09ZZ	N/A	BAC PRITCHARD INC
0970	01	BECKMAN INSTRUMENTS (PORTERVILLE PLANT)
09ZZ	N/A	CHEVRON USA HAWAIIAN REF
09H3	01	CONCORD NAVAL WEAPONS STATION
09H5	01	CTS PRINTEX, INC.
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09H6	01	EL TORO MARINE CORPS AIR STATION
09ZZ	N/A	HUGHES AIRCRAFT CO TORRANCE
091A	00	LEVIATHAN MINE
09BZ	00	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
096G	00	PELPS DODGE VERDE MINE
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09ZZ	N/A	POVERELLO HOUSE PROPERTY
09ZZ	N/A	PRECISION MECHANICAL
09ZZ	N/A	PUREGRO CO (TOLLESON)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09J8	01	SOLA OPTICAL USA, INC
0942	01	SOUTH BAY ASBESTOS
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
091C	01	TUCSON SOURCES
09R3	01	UNITED HECKATHORN CO
09K5	01	VALLEY WOOD PRESERVING INC.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in November:
Guam Ag Chemical Disposal Project Ceiling Increase Removal AR, sent October 29
American Samoa Ag Chemical Disposal Project Removal AR, sent
November 3
Campus Clean Up - Oakland Aviation School Ceiling Increase Removal
AR, sent November 3

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Five work-performed compilations were created or updated during November for the following sites:

OU	SSID	Site Name
01	09JS	ASARCO INC HAYDEN PLT
01	09J4	MODESTO GROUND WATER CONTAMINATION
03	0958	OPERATING INDUSTRIES, INC., LANDFILL
04	098V	SAN GABRIEL VALLEY (AREAS 1-4)
01	09PB	SAN GABRIEL VALLEY (AREAS 1-4)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 9 collections

Electronic files attached to E-mails: 75 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of November, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	Site Name
09SZ	00	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT
09SZ	01	AMERICAN SAMOA AG CHEMICAL DISPOSAL PROJECT
09JS	01	ASARCO INC HAYDEN PLT
09J4	01	MODESTO GROUND WATER CONTAMINATION
09CA	05	MONTROSE CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
091S	00	PEARL HARBOR NAVAL COMPLEX
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
09PB	01	SAN GABRIEL VALLEY (AREAS 1-4)
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on November 24.

The PM held a Managers/Supervisors meeting on November 18.

The PM held a Scanning Department meeting on November 10.

The RMS IV/Assistant Manager held meetings with special projects staff on November 5 and 6.

The RMS IV/Circulation Department Supervisor held a departmental meeting on November 10 and November 19.

The RMS IV/Head Indexer held a departmental meeting on November 5.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on November 10.

The PM purchased supplies and/or equipment during November as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No tours or training sessions were conducted in November.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On November 4, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III assisted EPA staff person Al Belbahri with a technical meeting concerning Record Center Security, with a review of the Computer Support Department Emergency Response Plan on November 24.

An RMS IV/IS III coordinated with Dave Henderson and Susan Osterloh to resolve issue with Record Center staff member Lotus Notes. The problem was successfully resolved on November 18.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

Phoenix-Goodyear Airport Area, AZD980695902, Section 16 Operable Unit
Phoenix-Goodyear Airport Area, AZD980695902, Final Remedy
Phoenix-Goodyear Airport Area, AZD980695902, Chrome Sludge Bed Removal - Original Compilation
Phoenix-Goodyear Airport Area, AZD980695902, Chrome Sludge Bed Removal - Supplement #1
Phoenix-Goodyear Airport Area, AZD980695902, Chrome Sludge Bed Removal - Supplement #2
Phoenix-Goodyear Airport Area, AZD980695902, Explanation of Significant Differences #1
Liston Brick Company, CAN000908693, Removal
Ingomar Ammunition, CAN000908769, Removal
Felton King, AZN000908770, Removal
Cane Valley Navajo Radioactive Structures, NNN000908623, Ceiling Increase
Montrose Chemical Corp., CAD008242711, Palos Verdes Shelf OU, Interim Remedy Update #1
Operating Industries, Inc., Landfill, CAT080012024, Oversight Costs Dispute Update #1
San Gabriel Valley (Area 4), CAD980677355, Puente Valley OU, Administrative Order for Access
Altoona Mine, CAN000908402, Ceiling Increase #2
Altoona Mine, CAN000908402, Ceiling Increase #3
Altoona Mine, CAN000908402, 12-Month Exemption

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

Records Center staff attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on November 19.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in January.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.3 Assist with Maintaining the Organizational Chart Information in the ECMS System

At the request of the TOAM, a Librarian IV spent 2.5 hours maintaining Organization Chart information in the ECMS system.

9.7 Attend ECMS Meetings & Teleconferences

On October 29 staff attended regular ECMS technical teleconference.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 32 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 4 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,532	26.2 lft.	60.8 lft.

Inventories

Records Surveyed	Year to Date
20.4 lft.	48.6 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
486.3 lft.	0 lft.	0 lft.	486.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
43	1	1	0	14	0	2	7	68

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 09HB, OU 00, DENOVA

One Librarian IV/Records Librarian performed indexing (412 documents, 1.45 linear feet) and three RMS II/Scanning Specialists performed scanning (1,854 pages) in order to complete an indexing request for this site (work request # 90213-1710 submitted by E. Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 99.7 hours were expended on this effort during the month.

SSID 09BC, OU 00, OMEGA CHEMICAL CORP

One Librarian IV/Records Librarian performed indexing (297 documents, 0.74 linear feet) and three RMS II/Scanning Specialists performed scanning (1,799 pages) in order to complete indexing requests for this site (work requests #111027-1433 & # 111027-1631 submitted by L. Ketellapper). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 104.8 hours were expended on this effort during the month.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

One Librarian IV/Records Librarian performed indexing (117 documents, 2.22 linear feet) and one RMS II/Scanning Specialists performed scanning (1,519 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 123.2 hours were expended on this effort during the month.